

QUESTIONS AND ANSWERS FROM THE FY2014-2015 CA-AA-BE-FA TRAINING SESSIONS

1. Can I start on my AA now if the Budget isn't going to be determined until April?

Yes, you can work on the AA now.

Your Budgetary Estimate is an estimate, so it should be processed as soon as possible. The estimate can be based on the previous funding history — it is understood that funding will not be determined until later.

The BE must be processed no later than the first Friday in December — even if your Budget won't be determined until April.

BEs processed by December for the future FY can be approved by the Budget Office without the NGA, and so will be ready in time for the Major Distribution to the local health departments. All later BEs will require the NGA to have been received first, so if you delay producing your BE, you will miss the legislature-mandated deadline.

2. What does the Mandate determine?

The Mandate requires DPH to inform the LHDs about their funding for the entire upcoming fiscal year no later than February 14. As the funding is tied to an Agreement Addendum, this means that both the AA and the BE must be mailed to the local health departments no later than February 14.

3. How do the LHDs receive reimbursement?

Charges are entered in the ATC database by the LHDs monthly. The Controller's Office processes payments later in the same month.

4. How do you know if the LHD is spending money appropriately?

The activities are monitored by the program staff to ensure compliance by the LHDs.

5. Can we correct mistakes regarding funding in the ATC database?

If the program staff keys in the wrong information into the ATC database and AA have not been mailed, the information in the BE can be "backed out." The method to do this is to have your ATC Program Administrator uncertify the BE, which then allows the ATC Program User to update the BE information as needed. If an AA has already been executed, an AA revision and a BE revision will be required to correct the mistake.

6. What changes to the AA Activity require it to be presented to the NCALHD Liaison Committee? Is this the same for negotiable AAs as it is for nonnegotiable AAs?

The determination of whether an AA needs to go to the NCALHD Liaison Committee is made at the Branch level. Typically, this is the purview of the Branch Head or Operations Manager. Generally, if there are no changes to an AA from the prior year, the AA does not need to be reviewed by the Liaison Committee for the next year.

The determination is the same for all AAs, negotiable and nonnegotiable.

7. How can we find out when the NCALHD meetings are held?

The NCALHD website (<http://www.ncalhd.org>) provides information about meetings.

8. How much time do we need to allow for our AA grant TPCAFs to be approved?

The TPCAF requirement has been removed as of August 13, 2013.

9. What constitutes a Negotiable AA?

An Agreement Addendum is negotiable when there are decisions about how the funding and services are to be provided by the Local Health Department which then are negotiated and approved by the Program Staff.

10. Is the Program required to have an AA revision for every BE revision?

No. Some BE revisions do not affect the total for a LHD, but are made in order to move funds within GL centers. If there are no funding changes (increase or reduction) to any LHDs, an AA revision is not needed.

11. What are the standards for printing BEs?

BEs must be very readable, which means it needs to be printed in black and white, not in color. If your printed page is light, please use your copier to make a darker version before obtaining the original signatures.

12. What is the latest point in the year that we can work on AA revisions and still allow the LHDs time to receive the funds for the current SFY?

After February 28, it may be difficult to get the BE approved and the AA revision out to the LHD in time for them to be able to spend the funds. The Program Staff will need to coordinate with the individual LHDs to determine if they will be able to spend the funding during the March 1 to April 30 period. No AA revisions are possible in the month of May.

13. Are LHDs limited as to when funds are released?

Funds are released in the ATC database when the signed AA is received in the Contracts Office.

14. What if the LHD does not expend all of their allocated funds?

Funds not expended during the fiscal year are no longer available to the LHDs for that fiscal year.

State funds are reverted back to State coffers. It may be possible to allocate the unexpended federal funds into the next fiscal year's AA by means of an AA revision and a BE revision.

15. What are the reporting dates' deadlines for LHDs to enter their reimbursement requests into the ATC database?

A calendar (Jan-Dec) of the ATC database's payment reporting dates' deadlines for the LHDs is posted on the Contracts website. When the next year's calendar is made available, it will be posted to the website as well.

16. Can BE Revisions take place at any point during the year?

The ATC database is undergoing updates which will limit the processing of Budgetary Estimates to only the first five working days of the month. This change is being made to prevent the ATC database from allowing payments and funding reductions to occur at the same time during the reporting period of the LHDs.

Program Staff is encouraged to make the change to their process now – limit BE processing to only the first five working days of the month.

17. Where can we get historic data for quantifying our AAs?

The grant application is a good source of data that can be used to assist you in quantifying your AAs. This data will be helpful in your Scope of Work/Deliverables section and in your Performance Measures section. When writing your AA using SMART Measures, the grant application provides many of the details that are to be addressed by the LHDs.

18.If we are receiving brand new federal funding, how do we create AAs in the middle of the fiscal year?

A new funding source may require a new Activity number and description. If so, request a new Activity number from the AA Team Leader, providing her with the new Activity's description and contact person for the Activity.

As mentioned in question 17 above, your grant application should provide the quantifying details you need to add to your AA. As this question is for grants which begin mid-FY, you will need to wait until you receive the NGA in order to have your BE processed.

Receiving that first-year NGA starts the funding approval process. Brand new federal funding has additional steps that must be taken before the funding is approved in the Budget Office. It may take four to five months to get from the point of receiving an NGA to the point that a completed AA+BE is sent to the LHDs.

The current Appropriation Act provides details about what is needed. (Make sure you are reviewing the current Appropriation Act as each year modifies the rules.) The NC General Statutes are available at <http://www.ncga.state.nc.us/gascripts/statutes/statutes.asp>. The current Appropriation Act is: SL 2013-360.

19.What is NC IBIS?

NC IBIS is the North Carolina Integrated Budget Information System. The Budget Office began using NC IBIS as of July 1, 2013. It generates reports which are used to reconcile the BEs.

20.Can we still use the 701 Report in SFY 14-15?

Yes, the 701 Report is still currently available

21.Can we still use the Budget Report 325 in SFY 14-15?

The Budget Report 325 Worksheet 1 is no longer available in Xtend. Reports are being developed in NC IBIS which replace this report.

22.What happens if the Federal grant year crosses two State fiscal years?

Almost all federal grants reside in two State fiscal years as most federal grants start and end dates don't match the State's fiscal year start and end dates.

For federally funded AAs, almost all BEs will have the funding appear as "A" funds and "B" funds, which correspond to the portion of funding remaining in one federal grant year (e.g., the last four months of the grant year) and the portion of funding that starts the next federal grant year (e.g., the first eight months of the next grant year). Thus, the AA, which exists for a single State fiscal year contains part of two federal grant year funds (i.e., the "A" and "B" funds).

In preparing for the FY15 year, the Program Staff will already have the "A" funds' NGA, but will have to estimate the amounts for the "B" funds as that NGA will not yet have been received.